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SECURITY INFORMATION

Registry
3-4807

MEMORANDUM

28 October 1952

TO: Executive Assistant to the Director

FROM: Cable Secretary

SUBJECT: Establishing of Periodic Reports Control Officers

1. PROBLEM

a. There is need for a centralized point of control for determining the cogency of requirements placed on the Field for submitting periodic situation or accomplishments reports.

b. Those periodic reports which are submitted to Headquarters by cable constitute a burden on CIA cable communications facilities, which can be relieved by diverting certain of those reports to pouch channels.

2. FACTS BEARING ON THE PROBLEM

a. Situation or accomplishments reports usually are long, deal largely with events which have transpired in the past, and frequently are sent to several addressees. See TAB A for an example.

b. The preparing of periodic reports frequently is a serious burden on the operations and administrative staff of the Field station; the enciphering and transmitting of long periodic reports is an undue burden on communications personnel. See TAB B for an example.

c. Although many of the periodic reports which are cabled are from stations served by non-reimbursable communications transmission facilities, the cost of transmission still must be borne by some element of the U.S. Government.

3. DISCUSSION

a. The effort involved in preparing periodic reports and in transmitting them to Headquarters by cable is so appreciable that no report should be required which is not absolutely essential.

b. Cable communications should be reserved for those messages requiring the immediate attention of the addressee, and for those situations wherein a required exchange of correspondence could not be completed within permissible time limits except by cable. Periodic reports frequently require immediate action and rarely require further exchange of correspondence.

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c. Periodic reports frequently do require the simultaneous multiple distribution which is afforded cables. Such distribution would be possible if periodic reports were submitted as "pouchgrams" (prepared by the Field on Ditto masters and pouched to Headquarters Message Center for reproduction and distribution).

d. Pouchgrams would be no faster than normal pouch communications. They would be used for correspondence which could be diverted from cable channels provided the requirement for simultaneous, multiple distribution was met. Pouchgrams would not be used for correspondence normally pouched unless there was demonstrable need for such multiple distribution.

4. ACTION RECOMMENDED

a. That the Cable Secretary be authorized to devise and institute a pouchgram procedure for the submitting via pouch channels of periodic reports requiring simultaneous, multiple distribution.

b. That a Periodic Reports Control Officer be appointed in each of the following offices: DD/P, DD/I, DD/A, AD/CO, and Director of Training.

c. That all directives to the Field requiring the submitting of periodic situation or accomplishments reports must be approved by the appropriate Periodic Reports Control Officer.

d. That the Periodic Reports Control Officers coordinate with the Cable Secretary prior to approving submission of a new report by cable in order to insure that it does not duplicate work of another part of the Agency.

e. That the Periodic Reports Control Officers, in conjunction with the Cable Secretary, survey reports presently being submitted by cable with a view to diverting some of them to pouchgram channels.

Cable Secretary

25X1

25X1A

ANNEXES: TAB A - cable ☐
TAB B - cable ☐

*(Cables attached to
original only)*

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TAB A

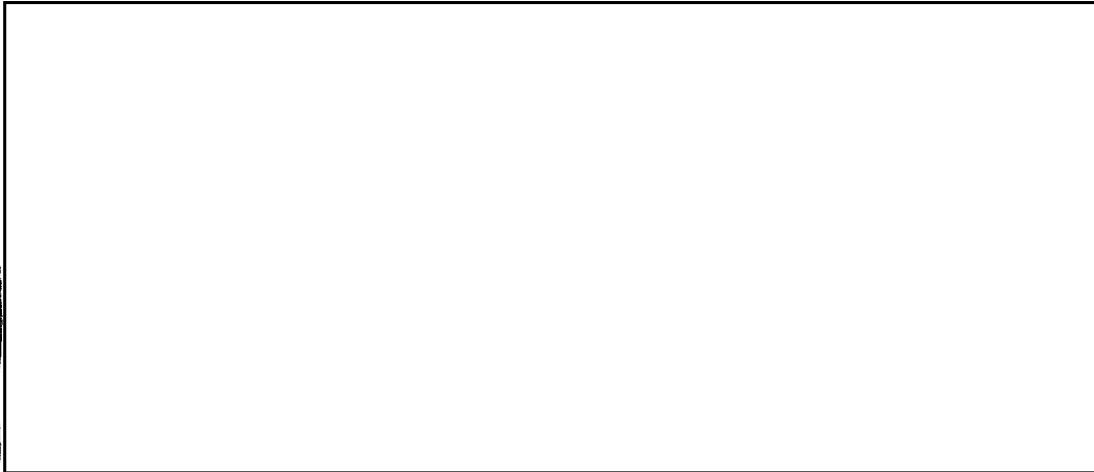
25X1A

This attachment consists of a copy of an incoming cable from



This cable was transmitted to Washington for action and to 7 other stations for information. There is no indication in the internal heading that it was forwarded to any of the information addressees by pouch. It is a periodic report which is forwarded each week.

25X1A



The proposed pouchgram service would permit Headquarters to make simultaneous distribution to the appropriate recipients.

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TAB B

25X1A

This attachment consists of a copy of an incoming cable from [redacted]

25X1A

This is an example of a report of accomplishments submitted periodically at intervals of one month. It contains information covering the period from 16 September through 15 October 1952. Since the report was not cabled until 23 October, it may be assumed that 8 days were consumed in preparing the report. It should be noted that in paragraph 2 of [redacted] the Field station points out that this report is a great strain on manpower and facilities, particularly communications, and requests review of the necessity of furnishing information of this kind in cable form.

25X1A

The Cable Secretary pointed out to FE division that desk-to-desk pouch time [redacted] to Washington averages about 7 days. It was assumed that, if the entire monthly report required 8 days for preparation, the report for one week could have been prepared in 2 days. Allowing 2 days for preparation of the report and 7 days for pouch delivery, the report for a given week would reach Headquarters 9 days after the close of the reporting period. Thus, if the monthly cabled report were broken down into pouched weekly reports, the final report for the four-week period would have reached Headquarters on 23 October 1952 - the date of receipt of the cabled monthly report.

Based on this analysis, FE division has agreed to cease submitting this particular periodic report by cable. It would have been preferable to have had a means of control to avoid requiring the submitting of the cabled report initially.

DVI
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